Office365 ActiveSync Setup for Windows Phone 8.0+

Step 1:

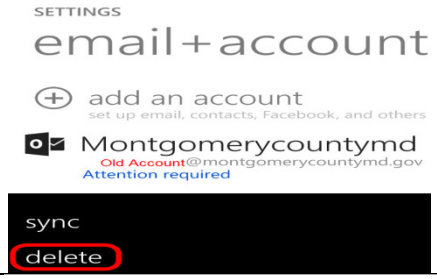
- Press **<HOME>** → Select **Settings** → Email + Accounts

Step 2:

- IF you have an ActiveSync Profile already setup, please make sure **Remove** them first by go to **Step 3**; otherwise go to **Step 4…**

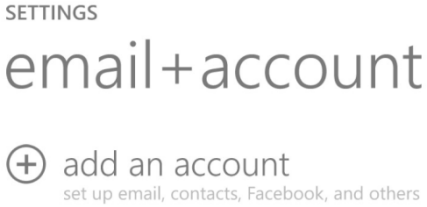
Step 3:

- **Press and Hold** on the account you want to delete → Delete



Step 4:

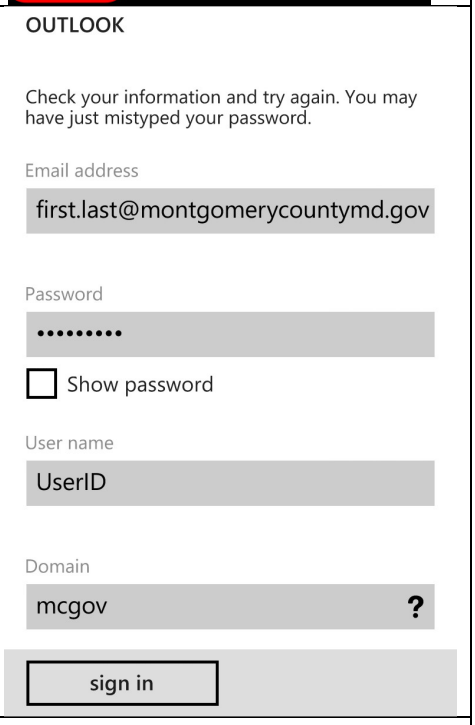
- Select **add an account…**



- Select **Outlook (or Exchange or Office 365)**

Step 5:

- Email = **<Your Primary Email>**
- Username = **UserID**
- Domain = **MCGOV**
- Server = **AS.MontgomeryCountyMD.gov**
- Select **sign in…**



Step 6:

- Setup the **Passcode Lock** PIN (Minimum 4 digits) as prompted if you haven't done it yet.

Step 7:

- Follow the rest of the prompt and config the rest of the settings to finish the setup…

Tips#1: Please always refer to this URL (http://Mail.MontgomeryCountyMD.gov/setup) for the latest version, and please do not Save or Print this document unless you have to.

Tips#2: Please make sure Every Time when you change your **MCGOV Password**, you will have to Manually update the Saved ActiveSync Email Password on **ALL** of your ActiveSync Device(s) **Immediately**. If you have a Smartphone and a Tablet both setup with your ActiveSync profile, you will have to change BOTH immediately.

Tips#3: Update the Saved ActiveSync Email Password: Press **<HOME>** → **Setting** → **email + accounts**… → Pick the ActiveSync Account you just created (i.e. **MCGOV**) Change the **Password** to match your CURRENT MCGOV Password → **Done**

Tips#4: Please make sure the password you have selected for the MCGOV Account is also something that you could type on the Virtual Keyboard from the Smartphone / Tablet device.

Tips#5: Please check & double-check the Password you have entered thru the Touch Screen Keyboard is **100% matching your Current MCGOV password**.

Tips#6: The device will be wiped after 8 failed login attempts in the event of unauthorized access, lost or stolen mobile device. This can also be use to Reset your device back to factory default settings.

Tips#7: Reboot the Windows Phone device: Hold the <**Power>** until you see **slide to power off**

Tips#8: To Master Reset Content & Setting: Press **<HOME>** → **Setting** → **about** → **reset your phone**→ …

Tips#9: All Smartphone / Tablet device does require reboot once a while (weekly) to maintain stability.